

Guest,

Welcome to:

The Organizational Tune-Up

Presented by
Lighthouse Consulting Services, LLC



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Featured Guest:

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Host:

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What's your biggest time management challenge these days?

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Key Questions – Organization & Infrastructure

Needs Assessment

What's your biggest need?

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Tips, Tools, & Techniques

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Business Plan

Monthly Review

How did we do last month?

How are we doing year-to-date?

What changes in our plan are needed?

What are our commitments for next month?

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Success Description [Goals-Strategy-Metrics]

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Organizational Task Force

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Weekly Planning Workday Bookends

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Master Task List

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Priority Work Time

[PWT]

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Diagnosed Interruptions

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Acutely Clear Delegation

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One-to-One Briefings

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Group Meeting Protocol

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Active-Only Email System

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Unclutter Everywhere

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Key Ideas & Commitments

What's the most significantly important thing you heard today?

What's your impactful 30-day commitment?

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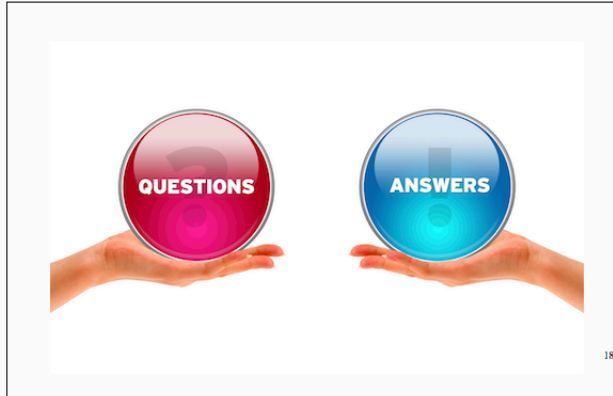
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Obstacles to High Effectiveness

Constant Distractions
LIFO Working
Inefficient Meetings
Email Overload
Lack of Motivation to Grow

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Where do I begin?

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Attack Distractions

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for attending
The Organizational Tune-Up

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Presented by
Lighthouse Consulting Services, LLC



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The Organizational Tune-Up

**Bruce H. Breier
BHB Consulting Services
La Jolla, California**

I feel most organized when...
.....

What's your biggest time management challenge?
.....

#	<u>Needs Assessment</u> In the column to the right, place a check mark next to all items listed below that you feel would contribute to becoming more effectively organized in your executive role	✓
1.	A more uncluttered work environment	
2.	Increased clarity of the position expectations for all applicable staff (Success Descriptions)	
3.	Clear policies and procedures that communicate acceptable organizational behavior to all staff	
4.	Consistent proactive planning on a daily and weekly basis	
5.	A better task management system to keep track of all commitments and action items	
6.	More proactively scheduled time to accomplish daily priorities	
7.	A reduction in the number of unjustified interruptions during the work week	
8.	A better method to delegate tasks for improved on-time delivery	
9.	Consistently effective and efficient one-to-one briefings with key individuals	
10.	Improved organization and leadership of group meetings within the business	
11.	A better system to organize and manage the email environment	
12.	Improved harmony between my professional and personal life	
Which of the above numbers is the biggest need right now? ----->		<div></div>

#	<u>Organizational Suggestions</u>
1.	Unclutter <u>everywhere</u> (office, email, desk, home, car, etc.)
2.	Establish <u>"Success Descriptions"</u> for all pertinent positions, including yours
3.	Establish an <u>Organizational Task Force</u> to create applicable policies and procedures for the business
4.	Establish calendar commitments for <u>weekly planning</u> and the <u>workday bookends</u>
5.	Select an <u>excellent</u> task management system that you download and upload to and from every day
6.	Institute Priority Work Time (PWT), time <u>scheduled</u> every day to accomplish daily priorities
7.	Consistently practice <u>diagnosing</u> prior to causing or receiving internal interruptions
8.	Always delegate with <u>acute clarity</u> inclusive of proper lead times and specific delivery dates and/or times
9.	Design and implement a schedule of <u>proactive one-to-one briefings</u> with direct reports
10.	Establish and consistently practice a <u>protocol</u> for all group meetings
11.	Consider converting to the <u>"Active-Only"</u> email method
12.	Through weekly planning, ensure that personal life goal commitments are included in the calendar

What's the most significantly important thing that you heard during this presentation?

What's the one impactful thing you will do during the next 30 days?